



Tax Assessment Supervisor

Department: Commissioner of Revenue

Class Code: 1543

EEO Code: 25

FLSA: N

Effective: 01/02/1993

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in coordinating and supervising activities of the Business Property section, the Income section, or the Individual Property section within the Commissioner of Revenue's office; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Supervise and coordinate the daily activities of a section within the Commissioner of Revenue's office; assess motor vehicles and other personal property; perform adjustments to and cancellations of tax bills based on legal proof of documentation; conduct justifications by defending appraisals; appraise property using pricing manuals, guides, and procedures; assist staff with answering complex questions or issues from taxpayers; review, research and prepare exonerations and refunds; balance accounts; respond to inquiries from taxpayers in person and by telephone; record business personal property returns and audits performed by Field Auditors; keep detailed records on auto leasing companies; audit and process tax returns; process applications for the real estate tax relief for the elderly and disabled; train, schedule, check and appraise performance of employees; prepares reports; and perform other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of laws, ordinances and regulations governing the assessment of personal property; of auditing practices and procedures; of the principles and practices of effective supervision; of current office practices and procedures; practice and procedures of general accounting.

Considerable skill in supervising the work of others; in communication, both orally and in writing; in establishing and maintaining effective working relationships with internal and external customers; in performing mathematical calculations with accuracy and speed; in analyzing information; and conflict resolution.

MINIMUM EDUCATION AND EXPERIENCE:

High School Diploma and three years of auditing experience; or equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
